



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROJECT ARCHITECT III	44	B	6.704
PROJECT ARCHITECT II	42	B	6.706
PROJECT ARCHITECT I	38	B	6.707

### SERIES CONCEPT

Positions allocated to this class perform professional architectural work involving the design, cost estimates, budgeting, planning and development of construction projects and capital improvement programs for assigned State agency.

Incumbents coordinate the development of capital improvement programs and provide in-house architectural services. Agencies are requested to submit plans or recommendations for new building construction or renovations of existing facilities. The architect conducts meetings with agency representatives to develop project parameters, to inspect existing site and/or facility, evaluates condition of structure and obtains necessary data to prioritize agency needs and develop the scope of work. Determines if construction request is considered a capital improvement or agency project. Develops descriptions and formal cost estimates for funding and prepares recommendation for funding approval.

Incumbents coordinate the use of outside consultants by preparing and submitting project descriptions for review and solicitation by private Architectural and Engineering firms for the design and engineering of the construction project. Interviews are conducted and firm selected based on qualifications, scope of work, bid proposal and time frame for project completion. The final contract for review by professionals is then prepared and submitted.

Incumbents perform architectural design work for in-house projects involving the generation of a site plan, floor plan and exterior elevations which include the building concept and special requirements covering structural, mechanical and electrical systems. Construction plans are developed to meet code, planning and zoning requirements for the county as well as state and federal mandates.

Incumbents work with the agency, private contractors and section staff to prepare final construction plans and specifications. The architect conducts final plan checks to ensure design requirements, agency needs, federal and state requirements are met. Resolves discrepancies and ensures final revisions are completed prior to the construction phase.

Incumbents coordinate and manage the construction bid process by preparing advertisements and processing necessary paperwork, notifying contractors, conducting preliminary bid meetings and finalizing the bidding process. The Public Works Board is notified of the results of the bidding for capital improvement projects.

Incumbents work with inspectors to resolve problems and/or provide clarification to contract document and building requirements.

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### **SERIES CONCEPT (cont.)**

Incumbents may participate in the final inspections of the completed projects and ensure a comprehensive evaluation of the final provisions of the construction contract are met. Once the construction project has been legally terminated and the "as built" drawings are produced, the building is handed over to the agency. Capital improvement projects require filing a Notice of Completion.

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### **CLASS CONCEPTS**

#### **PROJECT ARCHITECT III**

Under administrative direction, performs the full range of duties in the series concept and in addition, functions in the capacity of a section manager with responsibility for directing all architectural functions of the division or agency and supervises the work of lower level architects and paraprofessional staff.

Architect III's are responsible for preparation of the agency's master plan for new structures, additions and renovations including the biannual construction budget and projected capital improvement plan. Conducts research and makes projections regarding work priorities, scope of work, estimated construction costs.

Architect III's are accountable for all phases of the Department's construction planning, implementation and project completion. The scope of work would include direction of assigned staff, project administration and coordination with agency heads and outside contractors.

The Architect III is held responsible for all phases of the design work performed by assigned staff including design work, cost estimations, bid and contract negotiations, inspections activities, etc. Ensures all projects meet professional architectural and engineering principles and practices, contract specifications, applicable policy and procedure as well as state and federal requirements.

#### **PROJECT ARCHITECT II**

Under general direction of the Architect III or division head, at the advanced journey level, performs the full range of duties in the series concept and in addition, is distinguished from the Architect I by having authority over major design projects and/or capital improvement programs involving the design of public buildings, office complexes, major structures, etc. requiring application of a wide range of architectural and engineering principles and practices utilizing considerable judgment and independent decision making.

Positions at this level are accountable for all aspects of the project or program area and are expected to function independently within the program guidelines. Project responsibility includes determining work priorities, standards, techniques and guidelines. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Project Architect II's may act as a first-line supervisor and have functional responsibility over assigned staff of lower level architects and draftspersons.

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## CLASS CONCEPT (cont.)

### PROJECT ARCHITECT I

Under direction, at the journey level, performs the full range of duties in the series concept involving the design and planning of construction projects and capital improvement programs for assigned State agency.

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## MINIMUM QUALIFICATIONS

### PROJECT ARCHITECT III

#### EDUCATION AND EXPERIENCE:

##### I

Graduation from an accredited college or university with major course work in architecture and six years of professional architectural experience of which two years involved managing and directing architectural functions of an agency and supervising the work of lower level architects and paraprofessional staff involved in the design, planning and coordination of construction projects and/or capital improvement programs; OR

##### II

Two years of experience at the Project Architect II level in Nevada State service; OR

##### III

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

**LICENSE:** Must be licensed by the State Board of Architecture to practice architecture in the State of Nevada.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of legislative requirements in the development of capital improvement programs. Knowledge of State Purchasing requirements and S.A.M. Manual as related to providing cost estimates and designating materials to be used. Knowledge of the agency's building construction policies and procedures as related to monitoring projects and approval of outside contractor's work.

Ability to direct and manage a variety of activities involving the design, negotiation and implementation of architectural and engineering work.

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### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of personnel management theories, State Personnel rules and regulations, principles and practices in the hiring, training, evaluation and discipline of subordinate staff.

Ability to assess staff development needs. Ability to arbitrate and render judgments between the State, agency and contractor. Ability to develop policy and procedure. Ability to represent the agency regarding a variety of issues dealing with the design process.

In addition, all the knowledge, skills and abilities required at the lower levels in the series.

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### PROJECT ARCHITECT II

#### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major course work in architecture and four years of professional architectural experience of which two years involved coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, major structures, etc. requiring application of a wide range of architectural and engineering principles and practices utilizing considerable judgment and independent decision making; OR

II

Two years of experience at the Project Architect I level in Nevada State service.

III

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

LICENSE: Must be licensed by the State Board of Architecture to practice architecture in the State of Nevada.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of legislative requirements in the development of capital improvement programs. Knowledge of State Purchasing requirements as related to providing cost estimates and designating materials to be used. Knowledge of the agency's building construction policies and procedures. Knowledge of personnel management theories, State Personnel rules and regulations, principles and practices in the hiring, training, evaluation and discipline of subordinate staff.

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### MINIMUM QUALIFICATIONS (cont.)

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to coordinate a variety of construction activities involving the design, negotiation and implementation of architectural and engineering work. Ability to assess staff development needs.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of contract administration including cost estimating, laws, specifications, and architectural practices. Detailed knowledge of the Uniform Building Code and the application of its requirements. Knowledge of the preparation of architectural drawings and specifications. Knowledge of federal requirements for construction criteria and standards as applied to projects involving federal grants. Knowledge of construction practices to ensure the implementation of aspects of the design and construction of project. Detailed knowledge of complex architectural design and safety codes and requirements.

Ability to design a wide variety of structures under varying conditions. Ability to develop and produce architectural designs, working drawings and detailed specifications. Ability to establish and maintain effective relations with contractors, suppliers, state and local officials and co-workers. Ability to explain and interpret building requirements and contract plans and specifications. Ability to organize meetings and projects. Ability to work independently. Ability to adapt to frequent changes in the workload. Ability to write concise, logical, grammatically correct correspondence and reports in developing agreements, explaining policy and procedure and resolving discrepancies. Ability to develop and design complex architectural drawings. Ability to manage complex construction problems.

In addition, all of the knowledge, skills and abilities required at the lower levels in the series.

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#### PROJECT ARCHITECT I

##### EDUCATION AND EXPERIENCE:

##### I

Graduation from an accredited college or university with major course work in architecture and two years of professional architectural experience involving the design, planning and coordination of construction projects and capital improvement programs for assigned State agency; OR

##### II

An equivalent combination of education and experience where the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

LICENSE: Must be licensed by the State Board of Architecture to practice architecture in the State of Nevada.

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**MINIMUM QUALIFICATIONS (cont.)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of legislative requirements in the development of capital improvement programs. Knowledge of State Purchasing requirements as related to providing cost estimates and designating materials to be used. Knowledge of the agency's building construction policies and procedures as related to monitoring projects.

Ability to coordinate a variety of construction activities involving the design, negotiation and implementation of architectural and engineering work. Ability to assess staff development needs. Ability to arbitrate and render judgments between the State and agency.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of contract administration including cost estimating, laws, ethics, specifications, and architectural practices. Knowledge of the Uniform Building Code and the application of its requirements. Knowledge of the preparation of architectural drawings and specifications. Knowledge of federal requirements for construction criteria and standards as applied to projects involving federal grants. Knowledge of construction practices to ensure the implementation of aspects of the design and construction of project.

Ability to design a wide variety of structures under varying conditions. Ability to develop and produce architectural designs, working drawings and detailed specifications. Ability to establish and maintain effective relations with contractors, suppliers, state and local officials and co-workers. Ability to explain and interpret building requirements and contract plans and specifications. Ability to organize meetings and projects. Ability to analyze the physical condition of existing buildings. Ability to work independently. Ability to adapt to frequent changes in the workload. Ability to write concise, logical, grammatically correct correspondence and reports in developing agreements, explaining policy and procedure and resolving discrepancies.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>6.704</u> 7/1/93P 8/31/92P	<u>6.706</u> 7/1/67	<u>6.707</u> 7/1/93P 8/31/92P
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		8/31/92PC	